

# GP SOFTWARE

Vous allez **aimer** usiner



## Welcome booklet

QUALIANOR certifie que l'Organisme :

## GP SOFTWARE

75 RUE TRARIEUX  
69003 LYON 3EME

SIRET : 409 870 649 00020  
N° déclaration d'activité : 82 69 05332 69

A été évalué et jugé conforme aux exigences requises par :



Programme de certification QUALIOPRO PPS 141 dans sa version en vigueur

Arrêté du 06/06/19 relatif aux modalités d'audit associées au référentiel national mentionné à l'article D. 6316-1-1 du Code du Travail.

Pour la réalisation des activités suivantes:

### Actions de formation

Certificat valable à compter du : **15/11/21**

Date de fin de validité : **14/11/24**

Organisme certifié depuis le : 15/11/21



**Alexandre FILALI**  
Direction QUALIANOR

## INTERNAL REGULATIONS

### **Preamble**

The purpose of these internal rules is to specify certain provisions applying to all registrants and participants in the various courses organised by GP SOFTWARE, with the aim of ensuring the smooth running of the training courses offered.

Definitions :

GP SOFTWARE will hereinafter be referred to as the "training organisation".

The persons following the course will hereinafter be referred to as "learners";

The **GP Software** training manager will hereinafter be referred to as "the training body manager".

### **article 1 : General terms and conditions**

In accordance with Articles L6352-3 et seq. of the French Labour Code, the purpose of these internal rules is to define the general and permanent rules specifying the health and safety regulations and the rules relating to discipline, in particular the sanctions applicable to learners and their rights in the event of a sanction.

### **article 2 : Scope of application**

Persons concerned: These rules apply to all learners enrolled in a session provided by GP SOFTWARE for the entire duration of the training course. Each learner is considered to have accepted the terms of these rules when following a training course provided by GP Software and accepts that measures may be taken against them in the event of non-compliance.

Training venue: Training will take place either on GP Software's premises or on external premises.

The provisions of these rules apply not only within GP Software's premises but also in any premises or areas ancillary to the organisation. In accordance with article R.6352-1 of the French Labour Code, "when training takes place in a company or establishment that already has internal regulations, the health and safety measures applicable to learners are those of the latter".

### **article 3 : Health and safety**

Each learner must ensure his or her own personal safety and that of others by complying with the general and specific safety instructions in force on the course site, as well as with hygiene regulations, depending on the course.

However, in accordance with article R.6352-1 of the French Labour Code, when the training takes place in a company or establishment that already has internal regulations, the health and safety measures applicable to learners are those set out in these regulations.

### **article 4 : Alcoholic drinks**

Learners are forbidden to enter or remain in the organisation in an intoxicated state, or to bring in alcoholic beverages.

### **article 5 : No smoking**

Pursuant to Decree no. 2006 - 1386 of 15 November 2006 laying down the conditions for applying the ban on smoking in places designated for collective use, and to Modernisation Act no. 2016-41 of 26 January 2016, article 28, smoking or vaping is prohibited on the training premises.

#### **Article 6: Fire instructions**

In accordance with articles R.4227-28 et seq. of the French Labour Code, fire instructions and, in particular, a map showing the location of fire extinguishers and emergency exits are posted in the training centre premises so that all learners are aware of them. Students must immediately comply with any evacuation **order** given by the course leader or an employee of the establishment. The instructions in force in the establishment, to be observed in the event of danger and especially fire, must be scrupulously respected. You will be shown the evacuation **plan on the** 1st day of the course.

#### **Article 7: Accident**

Any accident or incident occurring on the occasion of or during training must be reported immediately by the learner involved in the accident, if possible, or by any other person who witnessed the accident, to the head of the training organisation. In accordance with article R.6342-3 of the French Labour Code, any accident occurring to a learner at the training site or during the journey to and/or from the training site must be reported by the head of the training organisation to the social security fund.

#### **Article 8 : Covid 19**

Health protocol relating to the Covid-19 pandemic: In line with the guide to good practice in the vocational training sector, a specific health protocol will be put in place within the training organisation.

The organisation of face-to-face training has necessitated the application of certain general rules, which we would like to reiterate:

- Posting of health instructions in training areas and in each training room covering barrier procedures
- Provision of the necessary equipment in the common areas and or training rooms to ensure compliance with barrier gestures.
- Regular cleaning at least once a day is planned in the room with frequently touched objects and surfaces.
- A direction of movement in the room is organised to avoid crossing paths when moving around.
- Work spaces will be aired for at least 15 minutes every 3 hours.
- We ask each of our learners to check that they have their equipment before arriving at the training centre. For example, they should have their own pen, notepad, drink, meal and, of course, their category 1 protective masks.
- To respect the safety distances of one metre between each person. One of our trainers will always welcome you to the training room.
- Systematic disinfection will be implemented for shared equipment (Example: marker for the whiteboard, ...).
- A signature register will be created listing the details of each speaker day after day in order to warn the whole group in the event of a declared infection, after the training, of one of the participants.
- Category one masks must be worn during all face-to-face training sessions.
- In the case of training in a room outside our premises, the host company's health protocol will be applied and implemented.

#### **Article 9: Maintaining equipment in good condition**

All trainees are obliged to keep the equipment entrusted to them for training purposes in good condition. Trainees are obliged to use the equipment in accordance with its purpose: the use of equipment for other purposes, in particular personal use, is prohibited.

**Article 10: Dress and behaviour**

Learners are asked to come to the organisation in decent dress and to behave correctly towards everyone in the organisation.

**Article 11: Timetables - Absence and lateness**

The course timetables are set by GP Software and notified to the trainees in the agreement. Except in exceptional circumstances, training courses run from 9:00 am to 12:00 pm and from 1:00 pm to 5:00 pm. Learners are required to respect these schedules. GP Software reserves the right, within the limits imposed by the provisions in force, to modify course timetables according to service requirements. Learners must comply with any changes made by GP Software to the course timetable. In the event of absence or lateness to the course, it is essential for the learner to inform the trainer or GP Software management on 04 37 69 83 70 as soon as he/she knows that he/she is going to be late or absent. In addition, an attendance sheet must be signed by the learner at the beginning of each half-day (morning and afternoon). The apprentice's employer will be informed of any absences as soon as possible after the training organisation has been informed.

**Article 12: Access to the Organisation**

Unless expressly authorised by the management or the head of the training organisation, learners who have access to the organisation to follow their course may not :

Entering or remaining there for other purposes ;

Introduce, cause to be introduced or facilitate the introduction of persons from outside the organisation, or goods intended for sale to staff or learners.

**Article 13: The organisation's liability in the event of theft or damage to learners' personal property**

The organisation accepts no responsibility for the loss, theft or damage of personal items of any kind left by students on its premises (classrooms, workshops, administrative premises, car parks, changing rooms, etc.).

**Article 14: Information and display**

Information is circulated by posting on the boards provided for this purpose. Commercial advertising and political, trade union or religious propaganda are prohibited within the organisation.

## **Article 15: Penalties**

Any failure by the trainee to comply with any of the provisions of these internal regulations may result in a penalty.

A sanction within the meaning of article R 6352-3 of the French Labour Code is any measure, other than verbal observations, taken by the head of the training organisation or his representative, following an action by the trainee which he considers to be at fault, whether or not this measure is likely to immediately affect the presence of the person concerned on the course or to jeopardise the continuity of the training he is receiving.

Depending on the seriousness of the breach, the penalty may consist of :

Or a warning;

Either a reprimand or a call to order;

or permanent exclusion (please note that the agreement signed by the organisation with the State or the Region sets out specific provisions in the event of the above sanctions being applied).

Fines or other financial penalties are prohibited.

The head of the organisation's training body must inform the company of the sanction imposed:

The employer, if the trainee is an employee benefiting from a training course as part of the company's training plan;

The employer and the joint body that paid the training costs, if the trainee is an employee on training leave.

## **Article 16: Disciplinary procedure**

The following provisions are taken from articles R 6352-4 to R 6352-8 of the French Labour Code.

No penalty may be imposed on a trainee without the trainee first being informed of the grounds for the penalty.

When the head of the training organisation or his representative is considering imposing a sanction which has an impact, whether immediate or otherwise, on a trainee's attendance at a training course, the procedure shall be as follows :

- The head of the training organisation or his representative will summon the trainee to the meeting, indicating the purpose of the summons.
- This specifies the date, time and place of the interview. It shall be in writing and shall be sent by registered letter or delivered to the person concerned against receipt.
- During the interview, the trainee may be assisted by a person of their choice, either a trainee or an employee of the training organisation.
- The summons referred to in the previous paragraph shall mention this option. The head of the training organisation or his representative will state the reason for the proposed sanction and will hear the trainee's explanations. If a permanent exclusion from the course is envisaged and there is a Development Committee, this will be set up as a Disciplinary Committee, on which the student representatives will sit.
- After the above-mentioned interview, the head of the training organisation or his representative will refer the matter to the Committee, which will issue an opinion on the proposed exclusion order.
- The trainee is notified of this referral. At his request, he will be heard by the Disciplinary Committee. In this case, he may be assisted by a person of his choice, whether a trainee or an employee of the organisation. The Disciplinary Committee will forward its opinion to the Director of the organisation within one clear day of its meeting.

- The penalty may not be imposed less than one clear day or more than fifteen days after the interview or, where applicable, after the opinion of the Disciplinary Committee has been communicated. The decision to impose a penalty shall be made in writing, stating the reasons, and shall be notified to the trainee in the form of a letter delivered against receipt or by registered post.

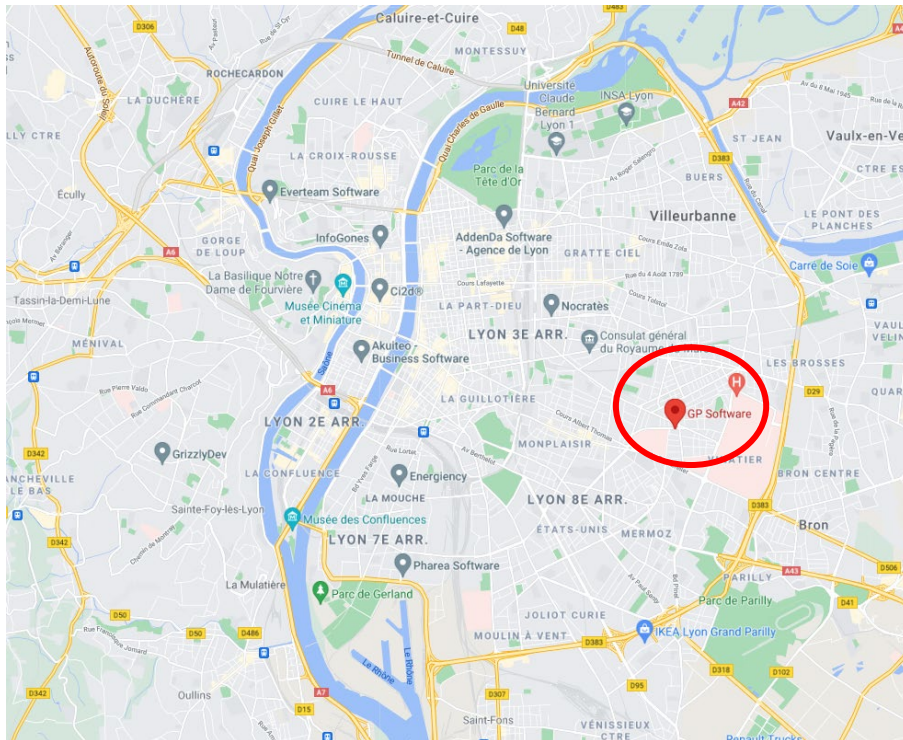
Where the misconduct has given rise to an immediate sanction (exclusion, suspension), no definitive sanction relating to this misconduct may be taken without the trainee having first been informed of the grievances against him/her and, where applicable, the procedure described above having been followed.

**Article 17: Advertising**

These rules are displayed in each of the organisation's training rooms and at reception.

Signed in Lyon on 22/08/2024

## Access map

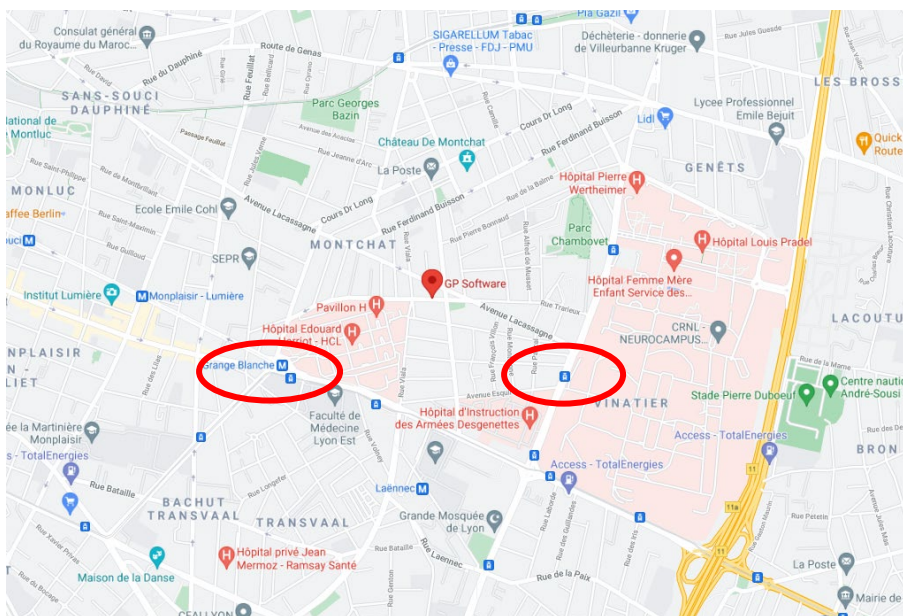


Arrival from Lyon part Dieu station:  
Take metro B towards "Gare d'Oullins", stop at "Saxe-Gambetta" then take metro D towards "Gare de Vénissieux", stop at "Grange Blanche", then walk to 75B Rue Trarieux.

Arriving from the airport: take the Rhône-Express tram to Part Dieu, then the same journey by metro.

Arriving from the ring road :

- On the Boulevard Laurent Bonnevey ring road, exit at "Hôpitaux-Est Bron-Les Genêts".
- At the roundabout, take the 1st exit onto Avenue du Doyen Jean Lépine and continue for 850 metres
- Slight left at Boulevard Pinel and continue for 20 meters
- Turn left onto D95 and continue for 650 metres
- Turn right at Rue Trarieux and continue for 700 metres





Hotels nearby :

Hôtel Lacassagne  
Suites Montchat  
Appart'Hotel Odalys City Bioparc  
B&B HOTEL

Nearby restaurants :

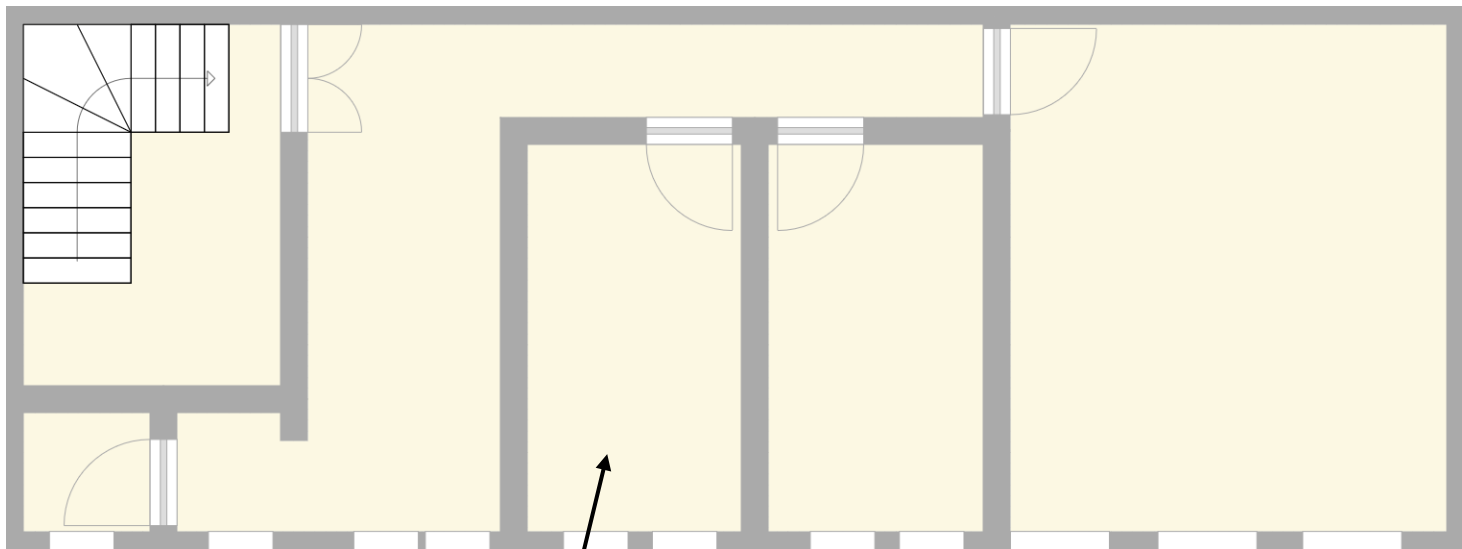
A history of taste  
UBER EAT  
Various fast-food outlets

Accessibility

Premises and configuration of the training room



Plan2D GP Software :



1<sup>er</sup> floor.

Training room

For people with disabilities: please contact us if you have any questions about the physical or pedagogical adaptation of our training courses.

If GP Software's premises are not adapted to a specific disability situation, we can offer a room with PRM access outside our premises.

Contact: Disability Officer: Laurent JANIQUE, [lj@gpsoftware.fr](mailto:lj@gpsoftware.fr) , 04 72 33 38 74

# PLAN D'EVACUATION

GP SOFTWARE

75 BIS, RUE TRARIEUX  
69003 LYON

Vous êtes ici



**LEGENDE**

- Vous êtes ici
- Itinéraire d'évacuation
- Issue d'évacuation du niveau
- Extincteur portatif
- Coupure de l'électricité

1ER ETAGE

Concepteur du plan :



Prévention Protection Incendie  
Park Avenue 1 - Bât. C10  
269, Avenue Marcel Mérieux  
ZAC de Sacuny - 69530 BRIGNAIS  
Tél : 04 78 86 96 24

B17-0018-1A  
NF X 08-070 JUILLET 2017

 <b>INCENDIE</b>	 Fumée anormale, odeur de brûlé, flammes ? <b>Prévenez le ..... et appuyez sur le boîtier d'alarme.</b>	 <b>Prévenez les secours :</b> <b>18 ou 112</b> Indiquez le lieu exact du sinistre (adresse et niveau). Ne raccrochez pas sans l'accord de votre interlocuteur.	 <b>Attaquez le feu sans prendre de risque avec l'extincteur approprié.</b>	 Dans la chaleur ou la fumée, <b>baissez-vous</b> : l'air frais est près du sol.	 <b>Fermez les portes et fenêtres pour réduire l'extension du sinistre. (ne pas verrouiller à clé).</b>
 <b>EVACUATION</b>	 A l'audition du signal d'évacuation ou sur ordre d'un responsable...	 Suivez les instructions données par un responsable ou par le chargé d'évacuation	 Dirigez-vous vers les issues de secours. Ne revenez pas en arrière sans y avoir été invité.	 N'utilisez pas les ascenseurs ou les monte-charges.	 Rejoignez les espaces d'attente sécurisés afin d'être évacué.
 <b>PREVENTION</b>	 Respectez les interdictions de fumer.  N'obstruez pas les voies d'évacuation, le matériel incendie et les issues de secours.	 Matériel Incendie : Repérez leurs emplacements et lisez leurs modes d'emploi.  Ne garez pas votre véhicule devant les poteaux incendie ou les voies d'accès pompiers.	<b>ACCIDENT</b> Prévenez le : <input type="text"/>	 <b>Rejoignez le point de rassemblement :</b> .....	

## Computer equipment, network connection, Internet access

### Group training room :

Each trainee has their own computer workstation, including an internet connection and CAD/CAM software. A video projector can be used to project the training material.



## GP Software organisation chart

